

SECRET

FILE

Training 3

DTR-6805

DD/S

71-3919

01 OCT 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Senior Seminar Amenities

1. This is to request that the Senior Seminar be authorized to serve alcoholic beverages at the several evening sessions which involve dinner and guest speakers.

2. It is understood and agreed that the Chief of the Senior Seminar Staff will attend to all the details in accordance with the exemption granted in the attached letter to the Director by the Administrator of the General Services Administration.

3. Evening sessions scheduled at this time include:

Tues. 28 Sept. - COS Panel

[Redacted]

25X1

Wed. 6 Oct. - Ambassador Foy Kohler

Tues. 12 Oct. - P. Claxton - State

Thurs. 21 Oct. -

[Redacted]

25X1

[Redacted]

25X1

Alfonso Rodriguez
Acting Director of Training

ILLEGIB

APPROVED:

[Redacted]

for John W. Correy
Deputy Director
for Support

Date

Distribution:

Orig & (2) - Adse (return to O/DTR) subject
2 - DTR
1 - D/DTR
2 - SS Chron. (1 w/h)

OTR/SS [Redacted] cd (20 Sept. 71)

** For Executive Dining Room only.*

RSW

25X1

MORI/CDE

SECRET

GENERAL SERVICES ADMINISTRATION

WASHINGTON, D.C. 20505

FEB 22 1971

EDP
file



11-976

Honorable Richard Helms
Director, Central Intelligence
Agency
Washington, D. C. 20505

Dear Mr. Helms:

In response to Mr. Coffey's letter of January 25, authorization is hereby granted to you to serve alcoholic beverages at your headquarters in McLean, Virginia, as an exception to section 101-19.306 of the Federal Property Management Regulations and subject to the following:

1. The serving of alcoholic beverages will be completely arranged for by the hosting official, and General Services Administration building custodial, craft, or contract personnel will not be involved as participants, onlookers, or in any other manner.
2. The hosting official will be fully responsible for the proper management of affairs at which alcoholic beverages are to be served to assure appropriate conduct by participants at all times.
3. Full or partially filled alcoholic beverage bottles, glasses, or other containers will be handled so as to preclude GSA building custodial, craft, or contract personnel or other unauthorized persons from having access thereto during or following affairs at which alcoholic beverages are served.

Sincerely,

Robert L. Kunzig

Robert L. Kunzig
Administrator

11-976